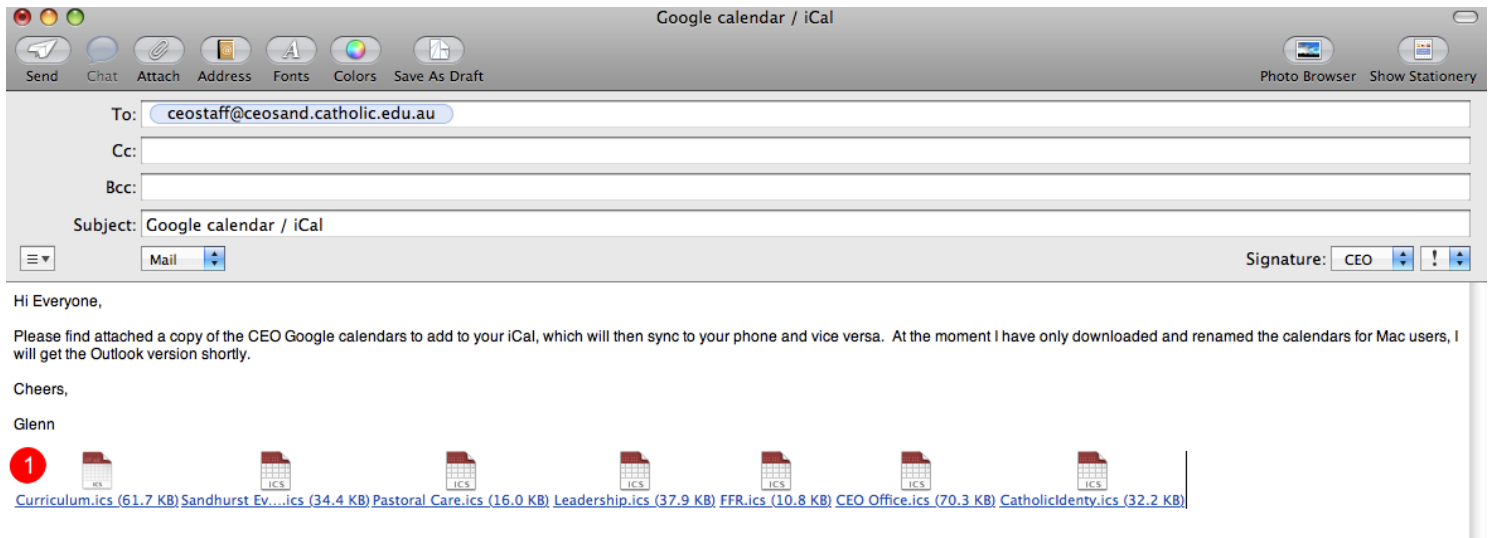


Adding Calendars to Outlook - PC Version

This set of instructions will show you how to add the CEO calendars to your Outlook and then by the power of syncing your phone, you'll have the calendars on both your phone and computer. When you have this, each time you connect and sync your phone to iTunes, any changes you make to your calendar on your phone will update on your computer and vice versa.

You will need to go through each of these steps for each calendar.

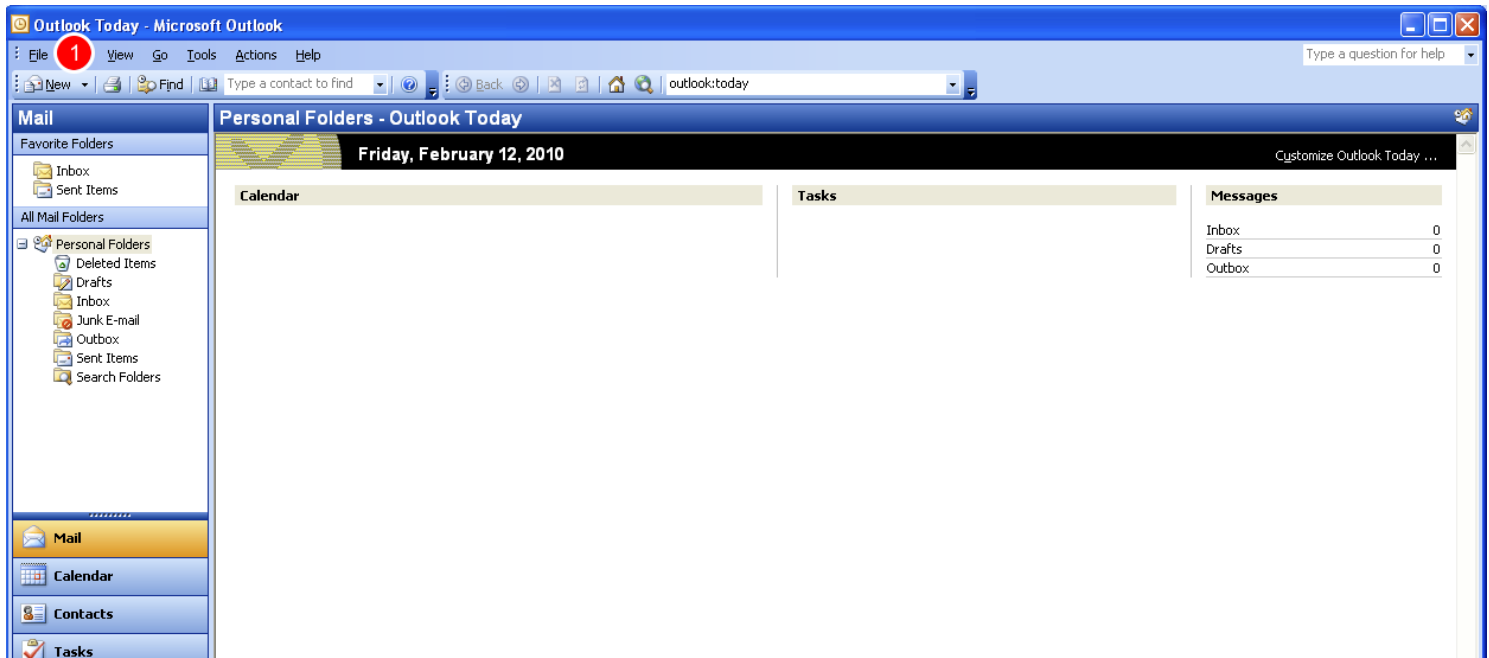
Adding the Calendars



From the email, download and save all of the calendar files in the attachments.

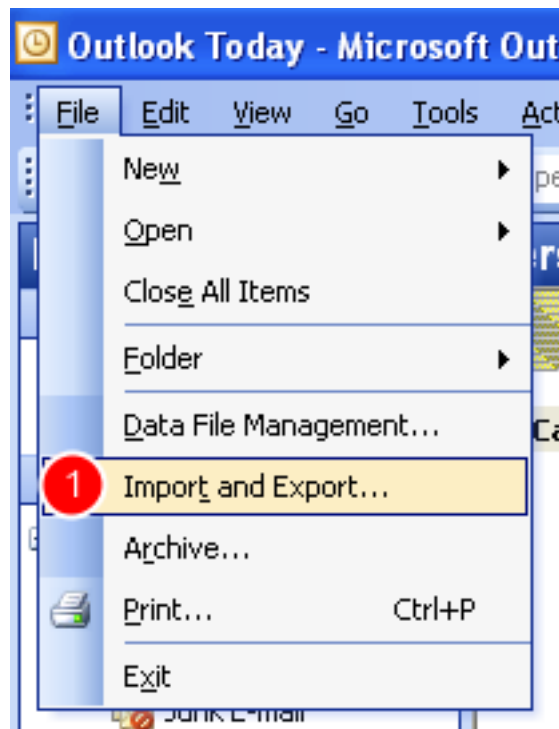
To make it easy, create a folder on the desktop and save them all there.

Using Outlook



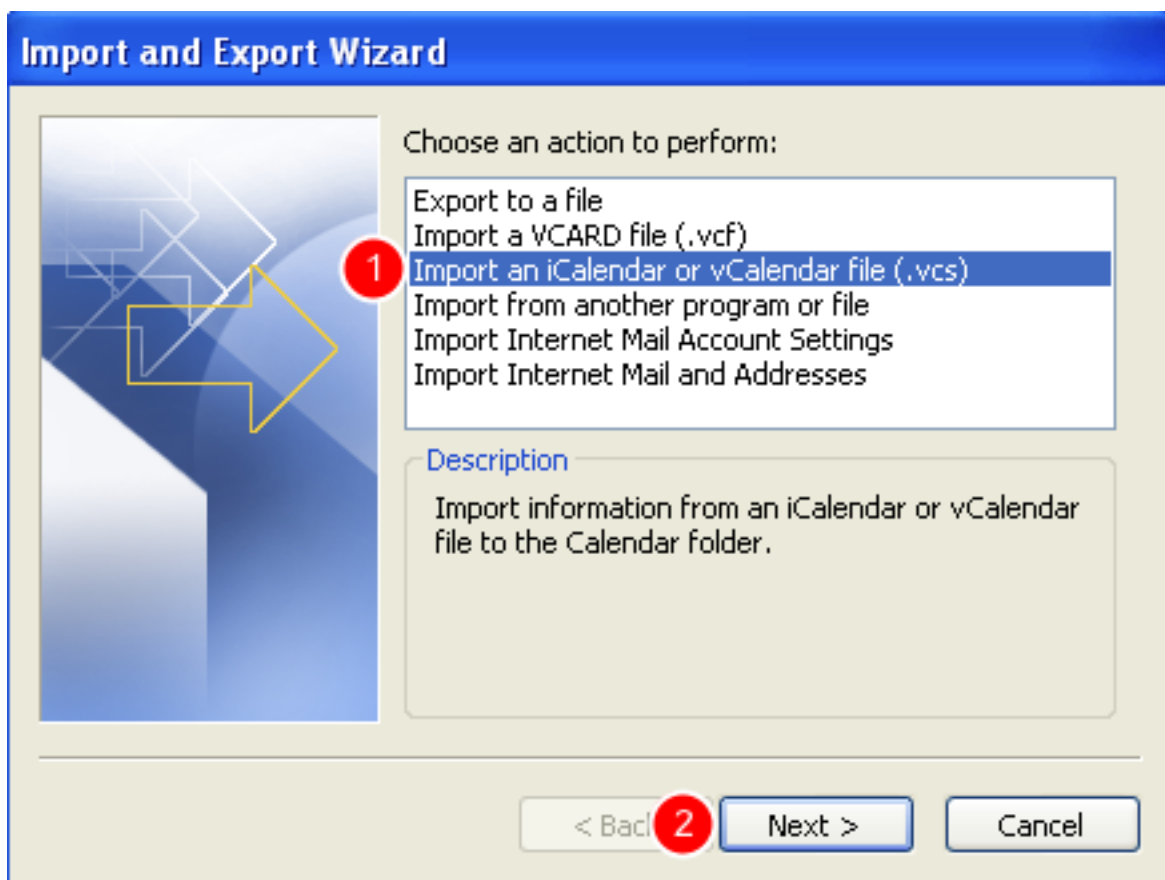
Open up Outlook and click on 'File'.

Importing the Calendar



Under the 'File' menu, click on 'Import and Export'.

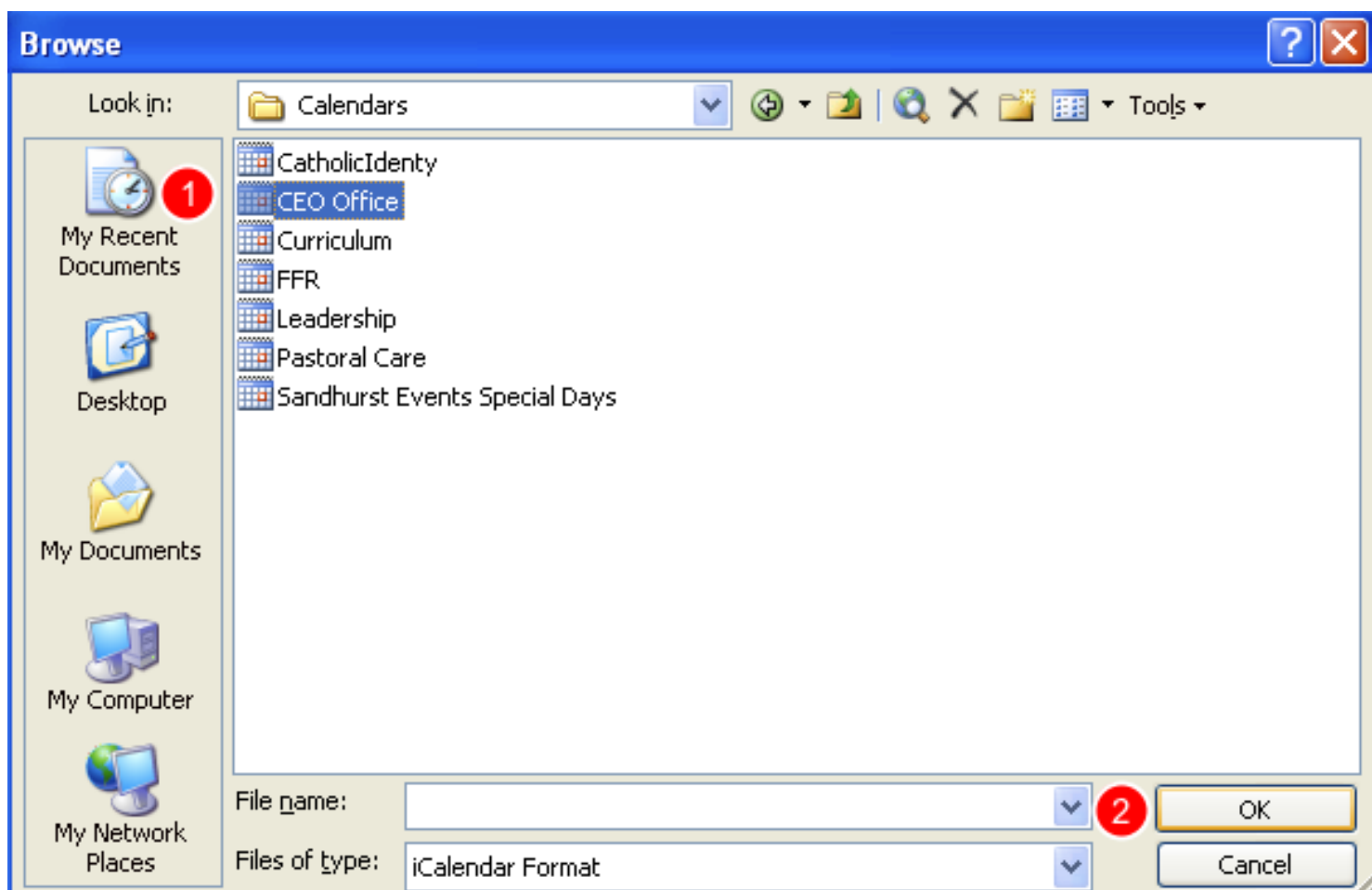
Choosing the file type



Now in the dialog window that appears, choose the 'Import an iCalendar or vCalendar file' option.

Then click 'Next'.

Finding the calendar file.

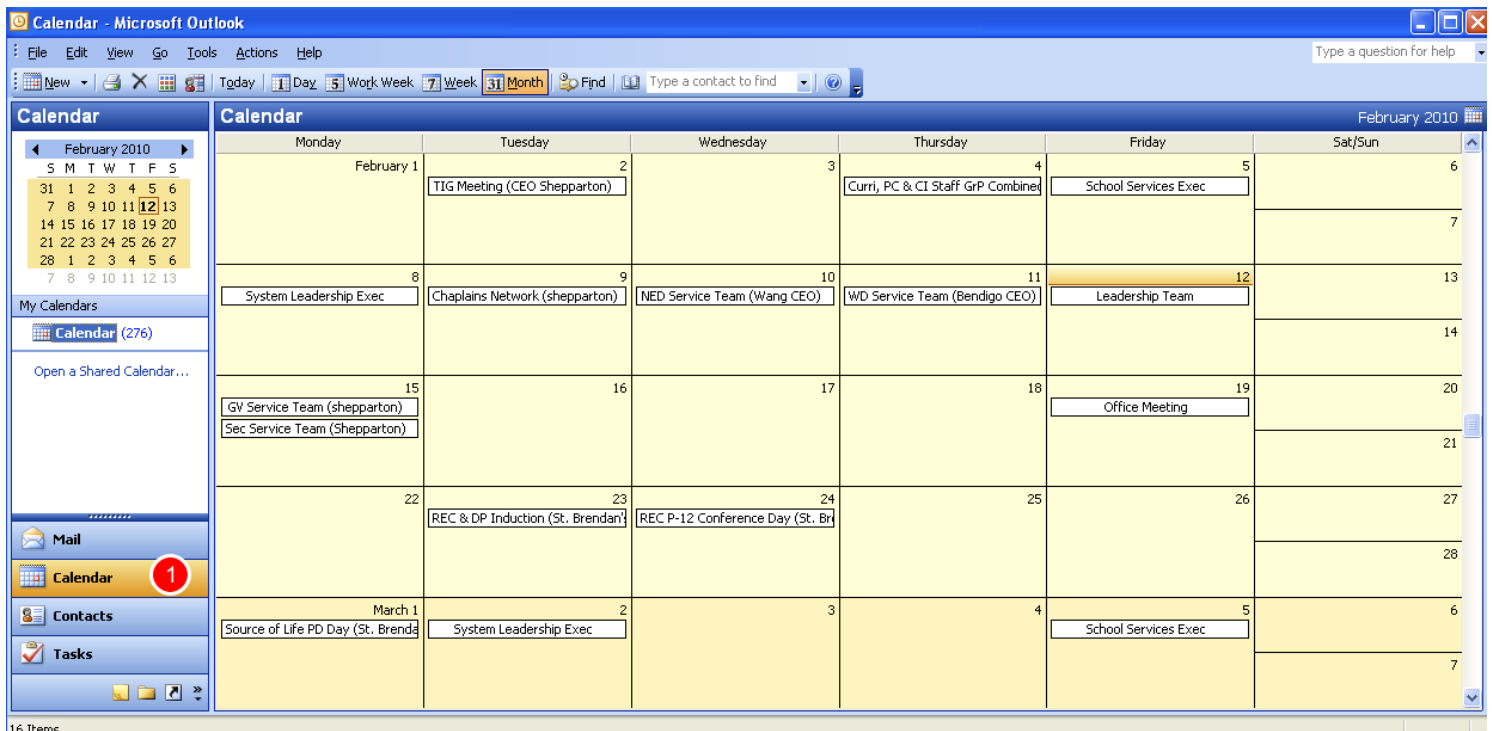


In the 'Browse' window that appears, go to the folder where you saved the calendars from the email.

Select the calendar you wish to import and click on it.

Then click 'OK'.

Your Calendar



Once the calendar has been imported, click on the 'Calendar' item in the sidebar to see the calendar with the imported events.

You will need to repeat these steps for each calendar you wish to add.

Syncing with iTunes



Connect your phone to iTunes and select the phone from the 'Devices' list to see the above screen.

Please note there maybe some updates for your phone, this is important to do and why you need to constantly connect your phone to iTunes to keep it up to date.

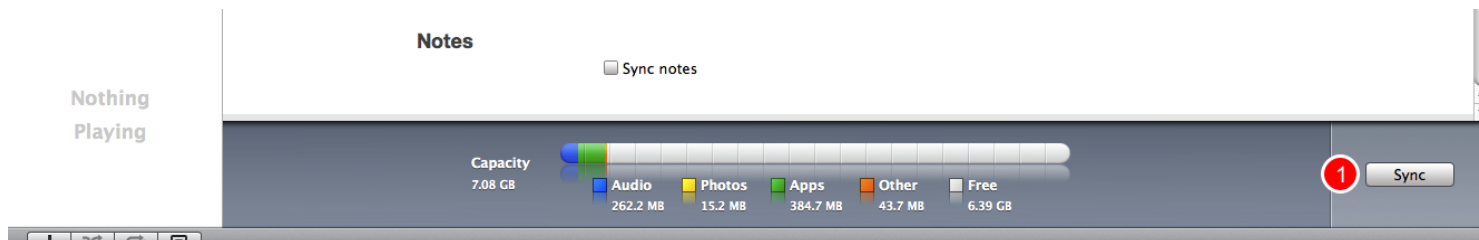
Selecting Calendars to sync



Now, click on the 'Info' tab.

Scroll down to the Calendars section and tick 'Sync **Outlook** calendars'. (Sorry the above screenshot is from a Mac and I couldn't source a PC version - it is pretty similar)

Sync



When you are ready to update / sync your calendars, click on the 'Sync' button at the bottom of the screen.